



The City of Stafford, Texas

CRIMINALIST

Posting Date: June 7, 2018

Closing Date: Posted Until Filled

Position	Criminalist	Salary Range Sworn Non-sworn	\$56,220 - \$74,140 DOQE \$47,500 - \$65,490 DOQE
Class Structure	Public Safety Support	Reports to	Sergeant
Class	Criminal Suppt. Tech	Department	Stafford Police Department
Level FLSA	1 Non-exempt	Submit application to	employment@staffordtx.gov Att: Human Resources

ESSENTIAL DUTIES AND RESPONSIBILITIES: The below statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.

- Attend specialized training courses to maintain proficiency in identification and evidence collection and processing tasks,
- Process and photograph crime/incident scenes for various types of evidence,
- Check evidence lockers daily and collect, properly process and store evidence seized by others,
- Maintain secured evidence storage room and files,
- Dispose of or release seized items as directed by court order or valid procedures,
- Maintain sufficient inventory of identification and evidence gathering supplies and equipment for departmental use,
- Maintain evidence and photographic processing room and equipment,
- Coordinate identification and evidence related activities with Stafford police personnel and other agencies,
- Assist other agencies on request as directed by division lieutenant,
- Maintain booking room equipment and supplies,
- Maintain photographic line-up albums and/or computer files,
- Review offense reports daily,
- Prepare preliminary and supplemental case reports,
- Research manual and computer records,
- Input data into various computer files as directed by policy and/or supervisory personnel,



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- Prepare charts, graphs, or other aids for court testimony,
- Testify in courts,
- Conduct in-service training for police personnel, and
- Perform other tasks as directed by supervisory personnel.
- Subject to 24 hour recall: The City reserves the right to require an employee in this position to work overtime including during emergency situations (defined as any natural or man-made disaster that may or may not necessitate the relocation of City personnel or citizens). In the event of an emergency and/or a required evacuation, the incumbent may be required to remain at work to provide needed services or perform essential duties for the benefit of the general public including services or duties different from those performed in the normal course and scope of the position.

KNOWLEDGE, SKILLS & ABILITIES: To perform in this position successfully, and individual(s) must be able to perform each essential duty and responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Must possess all the abilities outlined in the job description for criminalist. In addition, must possess above average oral and written communication skills.

EDUCATION, EXPERIENCE AND TRAINING (Certification/Licensure): The preferred way to obtain the minimum knowledge, skills and abilities to perform the essential duties and responsibilities of this position are listed below. The City reserves the right to allow substitutions in the event that a candidate or incumbent exceeds requirements in one area but may be deficient in another.

- Possess a valid Texas driver's license.
- Have at least four years' experience as a police officer, or have at least two years' experience working as a criminalist for a law enforcement agency.
- Certified in all or some of the following preferred: crime scene investigation, fingerprint comparison, photography, and blood spatter

ADA AND OTHER REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals to perform the essential functions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

The City of Stafford is an Equal Opportunity Employer